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**From:** Fleming, Sheila [fleming.sheila@epa.gov]  
**Sent:** 8/7/2019 3:05:31 PM  
**To:** Allnutt, David [Allnutt.David@epa.gov]  
**Subject:** FW: FOIA Cases Due August 5-9, 2019  
**Attachments:** FOIA Cases Due August 5-9, 2019.xlsx

Hi David,

I don't know if you open these weekly FOIA emails, but please take the information with a grain of salt. I am not sure how these status reports are getting so off track. The program offices currently have no role in developing them.  
S-

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**From:** Fleming, Sheila  
**Sent:** Tuesday, August 06, 2019 6:19 PM  
**To:** Edgell, Joe <Edgell.Joe@epa.gov>; Chung, Angela <Chung.Angela@epa.gov>; Castanon, Lisa <Castanon.Lisa@epa.gov>; Davies, Lauris <Davies.Lauris@epa.gov>; McArthur, Lisa <McArthur.Lisa@epa.gov>; McFadden, Kelly <McFadden.Kelly@epa.gov>; Tyree, James <Tyree.James@epa.gov>; Anderson-Carnahan, Linda <Anderson-Carnahan.Linda@epa.gov>; Baca, Andrew <Baca.Andrew@epa.gov>  
**Subject:** RE: FOIA Cases Due August 5-9, 2019

Hi Joe,

I noticed that there is a new format for the weekly FOIAs due spreadsheet. As far as the SEMD FOIAs are concerned, there is out-of-date or incorrect information on the status of almost every FOIA. None of SEMD's FOIAs are "Delayed". Perhaps that column could be re-labeled "Status", however, keep in mind that the current entries in that column are also incorrect for SEMD. Could this spreadsheet be shared with the FOIA managers for concurrence/corrections before being distributed more widely.

Thanks, Sheila

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**From:** Noel, Jan <Noel.Jan@epa.gov>  
**Sent:** Tuesday, August 06, 2019 3:55 PM  
**To:** R10-SUPERVISORS Mail Group <R10SUPERVISORS\_Mail\_Group@epa.gov>; R10 ORC FOIA <R10-ORC-FOIA@epa.gov>; R10 SEMD FOIA Team <R10\_SEMD\_FOIA\_Team@epa.gov>

**Cc:** R10-Records-FOIA <[R10-Records-FOIA@epa.gov](mailto:R10-Records-FOIA@epa.gov)>

**Subject:** FOIA Cases Due August 5-9, 2019

Please review the attached report of FOIA cases that are due this week **August 5-9, 2019**. If you believe the assigned lead office will not be able to respond by the listed due date, please coordinate with the lead SME/attorney to establish a new due date with the requester. Prepare an extension letter to requester and send it prior to the end of current due date. Use the extension letters saved on the FOIA Sharepoint site under FOIA Team Only link:

- If lead SME/Attorney can respond within 10 extra days from the initial due date, then prepare the '10 day Extension-Int Response' template letter for Stephanie's signature.
- If the FOIA request is 'Complex' and will require more than 30 days to process, prepare 'Beyond 10-day Ext Letter' template for Stephanie's signature. Coordinate with the lead SME/Attorney to determine what the extended final due date will be.

If you have questions on these procedures, please contact Stephanie or Susan.

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